



# PROPOSAL KIT SAMPLE

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## <<Company>> WIRELESS NETWORK USAGE POLICY

This policy sets forth guidelines for expected conduct and defines the conditions under which an employee, contractor, vendor, or any other person (user) may use Wireless Networks or other Internet Access Points, including, but not limited to: Company Internet access; its private network(s); its vendors, suppliers and partners' networks, and its email system or any other access point or connection resource, while conducting business for or on behalf of the Company.

### 1. Introduction.

The Company makes available its various assets, hardware, software, services, and computer network(s) in order to allow its employees access to resources to effectively execute their job functions and duties. This policy defines the Company's official policy regarding Internet connectivity and usage.

Before access to the Internet via the company network is approved, the user is required to read and sign the *Wireless Network Usage Policy*.

### 2. Definitions.

#### Authorized Use

Authorized Use shall mean any use of wireless network access points or "hot spots" which is deemed to be necessary and consistent with the execution of the individual duties and obligations of employees, contractors and staff associated or employed by the Company.

#### Authorized Users

Authorized Users shall mean all current employees, contractors, vendors or staff who are authorized by the Company to use a specific network or computing resource by the department responsible for overseeing or managing the resource.

#### Non-authorized Users

Non-authorized Users shall mean anyone, including but not limited to employees, contractors, vendors, staff or anyone else who are NOT authorized by the Company to use a specific network or computing resource by the department responsible for overseeing or managing the resource.

### **Mobile Computing Equipment or Devices**

Mobile Computing Equipment or Devices shall mean any handheld, PDA, cell phone or other computing or communication device which is not physically connected to a Company network environment.

### **Public Wireless Networks**

Public Wireless Networks or Internet Hotspots shall mean any device, appliance or broadcast which offers access to the Internet.

### **Untrusted Wireless Networks**

Untrusted Wireless Networks shall mean an insecure Public or Private Wireless Network or Internet Hotspot which offers access to the Internet and which does not employ SSL or secure encryption.

## **3. Company-Wide Standards.**

Use of mobile computing devices by Company employees and contractors shall be governed by the *Company Internet Access and Asset Usage Policy* as well as this *Company Wireless Network Usage Policy*. Copies of all Company policies may be obtained from the Company Human Resources Department. Users are expected to use mobile computing equipment responsibly and professionally, and shall make no intentional use of the equipment or internet services in an illegal, malicious, or obscene manner.

The following rules shall apply to all use of Wireless Networks by mobile computing devices:

- ◆ Access to internal Company network resources or internal systems

from public wireless networks must be obtained using secure encrypted connections and secured at the device level through a virtual private network (VPN) session and connection.

- ◆ Employees may make personal use of the Internet, subject to the Company Acceptable Use Policy (see below) so long as there is no negative security impact or impact on the performance of the employee's obligations and duties that creates an unreasonable cost to the Company.
- ◆ Sending or receiving personal email shall be allowed, so long as any email that is sent using a Company email account has the authorized company disclaimer at the bottom of the email stating that the contents of this message may not represent the views of the Company.
- ◆ Use of any company mobile computing equipment or accessing a company network resource or Internet access point implies an agreement to abide by all Company policies and procedures in existence governing such use.
- ◆ Use of any company mobile computing equipment must be secured in accordance with the security standards set forth in the Company Network Access and Security Policy.
- ◆ Mobile computing devices or wireless access may not be used for commercial or other activities from which they directly or indirectly personally profit or have profit motive.
- ◆ All mobile computing devices must have the Company-required Applications and Security Software installed prior to accessing Company resources or Networks. Employees must have the Company IT Department review and certify that all mobile computing devices meet the Company Network Security Policy prior to their use.
- ◆ All mobile computing devices shall make use of access control systems and encryption.
- ◆ All mobile computing devices and software running on mobile computing devices must use complex passwords and secure digital certificates for remote access.

- ◆ All mobile computing devices must be configured to require a hardware / BIOS password upon start-up which must be changed every 3 months.
- ◆ All mobile computing devices shall make use of self-updating or software that automatically updates itself to ensure that the devices comply with the Company Network Security Policy.
- ◆ All mobile computing devices, whether owned by the employee or not, shall be subject to

## DEMO CONTRACT

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<https://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/company-wireless-network-usage-policy-template.htm>

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